

IEEE Power & Energy Society Technical Session Guide for the Presenter

(Last revised June 2010)

General Information

Technical papers are submitted by the author to the Power & Energy Society as either Proceedings papers or Transactions papers. Every author of an accepted paper will be provided with an opportunity to discuss the merits of his or her contribution with peers. If a paper is submitted as a Proceedings paper, it is required that the author will pay any required meeting registration fee and present the paper in a session, the format of which is determined by the reviewing Technical Committee. Transactions papers need not be presented unless the author so desires. Transactions paper authors may present their papers in a PES General Meeting poster session, or if invited to do so by a Technical Committee, present the paper in one of the other session formats employed during the subject conference. The following session formats are usually used during a PES meeting:

- A poster session planned by the reviewing committee.
- The reviewing committee may request that a presentation be made as part of a panel session. (A Transactions paper author may decline.)
- The reviewing committee may request that a presentation be made as part of a paper presentation session. (A Transactions paper author may decline.)
- The reviewing committee may request that a presentation be made as part of a special technical session. (A Transactions paper author may decline.)

English is the official language of the Power & Energy Society for presentation and publication of information. If a presentation is to be made, the author must be prepared to present, discuss, and answer questions at the scheduled session. These steps must be followed in obtaining approval for a substitute presenter if an author is not fluent in English:

- The author must arrange for a substitute presenter with approval of the sponsoring Technical Committee Chair. The presenter must be technically competent and sufficiently familiar with the work being reported to conduct discussions.
- The author must submit in writing that a qualified substitute presenter has been obtained.

Paper Presentation at a Panel Session or Special Technical Session

Much of the value of the paper can be lost if presented poorly. The IEEE Press Book, *A Guide to Better Technical Presentations*, edited by Robert M. Woelfle, is an excellent reference and should be consulted when preparing a presentation.

In particular, visuals can make or break a presentation. Except for the simplest drawings, curves, or tables, the figures prepared for the paper DO NOT make acceptable visuals. The details required for purposes of a good technical paper are precisely what is not required for a general overview of that paper. Further, visuals made from figures in a paper are generally very difficult to see and read when projected to an audience. Refer to the publication *Guidelines for Preparing Visuals for PES Presentations* for specific information on the preparation of good visuals.

Panel presentations will be collected at the meeting for posting on the PES web site. The collection method for each meeting will be announced. (Please note that the presentations must be provided with any embedded movies removed.)

Prior to the Session

Biographical material should be forwarded to the session chair by authors and presenters two or more weeks in advance of the meeting. In the case of papers written by two or more authors, biographical material on each author is desired for introductory purposes, with an indication as to which author(s) will present the paper. Preferably one person should present the entire paper. It is advisable that the biographical material also be taken to the Presenters' Breakfast or pre-session meeting to guarantee that it is available.

Plan your presentation in advance to make the most of the time (to be determined by the session chair) which will be available.

Facilities

The following facilities will be provided for each technical session at Power & Energy Society General Meetings:

- LCD Projector
Each room will be equipped with an LCD projector. Please note that **NO COMPUTER WILL BE PROVIDED**. It is the responsibility of each presenter to provide a computer if desired, and ensure its compatibility with the LCD projectors furnished by the conference. Compatibility can be tested in the Presenters' Preparation Room that will be furnished with the same model of projector that will be present in each session room.
- Projection screen
- Power and extension cords
- Podium and microphone.

Any facilities in addition to those above are the responsibility of the presenter. The presenter must contact the appropriate member of the local committee to make arrangements for additional equipment, and be prepared to pay in advance for its rental. All arrangements must be made with the prior approval of the session chair.

At PES General Meetings, a breakfast meeting is held on the day of the session where the session chair and presenters meet to finalize their preparations. At other meetings, some time prior to the session will be scheduled by the session chair for this purpose. *Attendance at this breakfast meeting is mandatory.*

During the Session

NOTE: Session chairs have significant flexibility when planning a technical session for most PES meetings. Therefore, please treat the information in the sections below as a general guide, and be sure to contact the chair of the session at which you are presenting for specifics.

Do not read the paper. A talk that is read is difficult to follow and is not a pleasant experience for the audience. If a Transactions paper, your paper will have been preprinted and made available at the meeting. A Proceedings paper or Panel paper will appear in the Conference Proceedings, which most attendees will receive when they register. Therefore, those in the audience most concerned with the subject may have read the paper in advance. Your talk will be more interesting if directed to those cognizant of the subject in a broader sense.

Great latitude is permitted the presenter; generally, you may do any or several of the following:

- Briefly summarize the paper and conclusions.
- Give the significance of the paper's content to main branch of the electrical art.
- Review progress in the field since the paper was written.
- Tell of additional work to be done.
- Tell how the reported development will benefit the industry.

Paper Presentation at a Poster Session

A Poster Session is the only forum for technical paper presentation which may be requested by the author of a Transactions paper. (Other formats discussed above are only by invitation of a Technical Committee.)

In a Poster Session, the illustrations are mounted on a poster board which is then mounted on an easel. The illustrations may consist of equations, graphs, photographs, and short text bullets.

The Poster Session papers are not presented sequentially as in Paper or Panel Sessions or in Directed Educational Programs. Rather, all papers in a poster session are presented simultaneously with each author standing or sitting next to a poster. The author should be prepared to give a short presentation and answer questions from those attending. The audience does not stay in one place, but is expected to walk from one poster to another, listen to the presentation by the author, and talk to the authors about their work. Discussion is therefore one-on-one with the interested party rather than directed toward a general audience.

Prior to the Session

Illustrations should be made for ease of viewing by persons who will typically stand or sit about two meters (six feet) from the display. (For information on how to prepare good illustrations, refer to *Guidelines for Preparing Visuals for PES Presentations*.) The illustrations will be arranged and secured to a poster board by the author at the meeting. The poster board is usually about 121.9 x 121.9 centimeters (48 x 48 inches) and may be made of heavy cardboard or a stiffer material. (Note: Authors are NOT expected to bring the poster board and fasteners; these will be provided by PES at the conference.) In general, a chair and a small table will also be provided. The table will be typically the same length as the poster board and about 30.5 centimeters (12 inches) deep. Authors must fit all of their poster material in the space allotted.

Authors may bring demonstration equipment to set up next to the poster if this is feasible and meaningful to their paper. Such demonstrations may, for example, run on a computer or consist of a sample piece of apparatus. (If a computer is required, it must be provided by the author and it must be battery-powered.) Avoid commercial overtones in the presentation. There will be a session chair who should be contacted with any questions of a logistical nature.

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During the Session

Much of the session will consist of one-on-one discussion between the author and persons who have an interest in the topic.

Recognizing that many attendees will plan their schedule around the published session times, authors **are required** to be in the session room at their poster location for the entire session, except for minimal absence for short breaks.

“Paper Forum” Technical Sessions

PES Meetings will use a concept in technical sessions, known as the Paper Forum. The purpose of paper forum sessions is to respond to the large number of papers submitted for presentation. The paper forum

allows the authors an opportunity to interest attendees in learning more about their paper and the investigation it represents.

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Paper Forum logistics: A Paper Forum session will be held in a meeting room provided with a podium and microphone, along with easels, flip charts, and posters. The session will be divided into 1 hour segments. The session coordinator will introduce the presenters and their topic. Each presenter will then have 3 – 5 minutes to briefly describe why the paper was written, what type of investigation was performed, and what results were obtained. The session coordinator and presenters may also decide to use 3 – 5 slides to support presentations.

When 5 to 8 papers have been introduced by this process, attendees will then be given the opportunity to individually spend the remainder of the segment interacting with the authors. Presenters are encouraged to provide supporting information to assist in the explanation of their paper to attendees. This could include figures, text, equations, etc. on printed media or laptop computer screens suitable for viewing from a short distance.